

**EXECUTIVE OFFICE OF THE BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES**

JOANNE STURGES  
Executive Officer



February 24, 1999

TO: David E. Janssen  
Chief Administrative Officer

FROM: Joanne Sturges  
Executive Officer

SUBJECT: **SOLE SOURCE CONTRACTS WARNING**

At the Board of Supervisors' meeting held February 23, 1999, the Board discussed Agenda Item No. 15 relating to the Interim Director of Internal Service's joint recommendation with the Director of Public Social Services regarding the Energy Retrofit Project. During discussion, Supervisor Yaroslavsky requested that you develop a process for County departments to use as an early warning to the Board of Supervisors prior to any sole source contracts being initiated. In addition, the Board requested you to report back to the Board within 30 days with recommendations.

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c: Supervisor Yaroslavsky